

2 April 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 20-675-4

SUBJECT: Briefing of Out-Processing Travelers Concerning Agency Sponsored Insurance Programs

1. The procedure prescribed below will be implemented to insure that each Agency employee checking out through Central Processing Branch is advised of the Agency sponsored insurance programs available to him. Form 37-190, Insurance Questionnaire, has been designed to provide a record of this action.

2. Central Processing Branch (CPB), Processing and Records Division (PRD)

a. During the initial out-processing interview, CPB will brief the employee on insurance programs sponsored by the Agency.

b. The employee will execute applicable portions of Form 37-190, Insurance Questionnaire, in duplicate.

c. If the employee does not elect to participate in any of the Agency sponsored insurance programs, such information will be recorded in the Questionnaire over his signature and the briefer will complete both copies of the Questionnaire as appropriate. The original Questionnaire will be forwarded to the Transactions and Records Branch (TRB), PRD, to be filed in the employee's personnel folder and the copy retained in CPB files.

d. If the employee states that he is currently participating or desires to participate in any of the insurance programs, such information will be recorded in the Questionnaire, and the briefer will immediately arrange an appointment for the traveler to discuss his needs and desires with a representative of the Insurance and Claims Branch (ICB), Employee Services Division (ESD). The briefer will execute the appropriate portions of the Questionnaire, and the employee will take both copies to ICB for his interview.

3. Insurance and Claims Branch, ESD

a. During the interview with the employee, the ICB representative will explain Agency sponsored insurance programs to the employee and will complete the forms necessary for any policies desired by the employee.

b. Cash payment or authorization for payroll deductions will be obtained from the employee at the time of his application for insurance.

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c. Appropriate portions of the Form 37-190 will be executed by ICB. The original Questionnaire will be forwarded to TIA for filing in the employee's Official Personnel Folder, and the carbon copy will be forwarded to CPB for retention.

d. All policies and papers pertaining thereto will be retained in the Insurance and Claims Branch.

h. With specific reference to air trip insurance, the Insurance and Claims Branch will report monthly to the [redacted] 25X1A

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[redacted] The report will list the policies issued during the month and will be accompanied by a check, drawn on the bank account now used for GEHA, Inc., in payment for the entire group of policies. The accounting for each policy will be made on the form prescribed by the insurance company and will contain only the information filled in on the application for insurance. No reference will be made to the name of the employee, his beneficiary or the employee's destination unless or until it becomes necessary to collect on the policy. If it becomes necessary to collect on the policy, the completed policy will be submitted to the insurance company.

5. Procedures now in force for the processing of applications for other types of insurance will be continued.

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George F. Maloon
Deputy Assistant Director
for Personnel